



# SNOW HILL POLICE DEPARTMENT

## PERSONNEL DIRECTIVE

### Uniform Items

<b>Distribution:</b>		All Employees		<b>Index:</b>		PER 08.04	
<b>Issued:</b>	02/01/2017	<b>Revised:</b>	N/A	<b>Reviewed:</b>	N/A	<b>Next Review:</b>	02/01/2017

#### .01 Purpose

To provide information related to uniform items that are issued to officers.

#### .02 Policy

The SHPD will issue uniforms to officers.

#### .03 Procedures

##### A. General Regulations

##### 1. Issuance of Uniform Items

All uniforms and those uniform items described in this directive are issued by authority of the Chief of Police.

##### 2. Award Medals

- Medals may be worn, at the discretion of the officer, on the uniform blouse.
- The medal will be worn centered on the right pocket 1/8 inch below the top seam of the pocket.

##### 3. Award Ribbons

- May be worn, at the discretion of the officer, on the uniform blouse or shirt.
- Awards will be worn centered 1/2" above the name plate in rows of up to three across.
- When wearing three or fewer ribbons, all will be worn in a single row, with the highest- category ribbon closest to the heart and other awards descending from left to right.
- When wearing more than three ribbons, the highest category ribbon will be worn on the top row, closest to the heart and other awards will descend from left to right and from top to bottom.

- The cost of uniform maintenance, including the application of chevrons or patches to the uniform will be borne by the employee.

##### B. Regulations by Item

- BADGE:** when worn on the shirt, patrol jacket, leather jacket or sweater, it will be worn using the holes that are provided in the garment.
- BLOUSE:** worn with the Class A uniform; pencils or pens will not protrude from pockets. The leather strap shall be worn crossing the opposite shoulder of the duty holster and secured to the front and rear of the gun belt on the side of the holster.
- BODY ARMOR:** agency-issued body armor will be worn by all uniformed non-commissioned

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officers and may be worn by uniformed commissioned officers. All officers, regardless of assignment, will have body armor available while on-duty. All officers participating in high-risk situations (e.g., warrant service, drug raids etc.) will wear body armor at all times.

4. CHEVRONS: sewn on both sleeves of the uniform shirt or blouse, centered 4½" below the shoulder seam.
5. COLLAR ORNAMENTS, COMMISSIONED: worn on the shirt, on each side of the collar, ½" back from the collar opening and centered on the collar in a straight line parallel to the collar top. When the blouse is worn, collar ornaments will be worn with one on each lapel, vertically ¾" in front of the lapel point.
6. COLLAR ORNAMENTS, NON-COMMISSIONED: worn on the shirt, one on each side of the collar, centered ½" back from the collar opening in a straight line parallel to the collar top; when wearing Class A uniform, worn only on the blouse, vertically on the collar just above the lapels.
7. GUN BELT: worn snugly directly over the waist belt, secured with belt keepers.
8. HANDCUFFS: when carried by uniformed officers, handcuffs will be placed in a handcuff case worn on the uniform gun belt (non-commissioned officers) or waist belt (commissioned officers) where it is accessible. The carrying of handcuffs by non-uniformed officers will be determined by the nature of the individual's assignment.
9. HOLSTERS: only issued holsters shall be worn on the gun belt.
10. MAGAZINES POUCHES: only issued magazine pouches shall be worn; in the front of the gun belt on the side opposite the handgun.
11. MOURNING SHROUD: worn over the badge for 30 days after the death of a sworn officer assigned to work in Worcester County including federal, state, county, and local law enforcement agencies; and 10 days for Maryland law enforcement officers and correctional officers who have been killed in the line of duty.
12. NAME PLATE: worn centered over the right breast pocket with the bottom edge of the name plate touching the top edge of the flap of the right breast pocket of the shirt or blouse. When worn on the patrol jacket, leather jacket or sweater, it will be worn using the holes that are provided in the garment. If the name plate does not fit in the holder on the sweater, it will be placed covering the holder with the pins penetrating the sweater and secured from the inside. If the nameplate does not fit in the holder of the patrol jacket, the name plate it will not be worn.
13. NECKTIE, TIE CLASP AND TIE TACK: black, regulation issue tie will be worn when the Class A or Class B uniform is worn, and it will be secured to the shirt by an issued tie clasp or tie tack attached to the tie centered between the pocket flap gold buttons of the shirt.
14. PATROL JACKET: issued to all uniformed officers; will be worn with the front zipper closed at least halfway up from the bottom with the badge and nameplate secured in the holder provided.
15. PISTOL QUALIFICATION BADGE: (to be determined).
16. PORTABLE RADIO HOLDER: worn on the gun belt wherever it is most convenient and comfortable for the employee.
17. RAIN GEAR: two-piece rain suit (pants and short jacket) issued to non-commissioned officers; long rain jacket issued to commissioned officers.
18. RANK INSIGNIA, COMMISSIONED: worn by uniformed commissioned officers on both shirt collars, centered ½" back from the collar and on a straight line parallel to the top of the collar; worn on each shoulder of the blouse and overcoat, centered at the cross point of the seams; worn on the epaulets of the patrol jacket and sweater.

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19. RANK INSIGNIA, NON-COMMISSIONED: embroidered rank insignia will be worn by uniformed non-commissioned officers on the Class A blouse, long sleeve, and short sleeve shirts; brass or silver rank insignia on both epaulets of the patrol jacket and sweater, fastened to both epaulets with the bottom end of the insignia centered 1" from the shoulder seam.
20. RESCUE TOOL: if carried, will be worn wherever it is most convenient, accessible and comfortable.
21. SERVICE BARS AND STARS: worn by non-commissioned officers starting one inch above the sleeve braid on the left sleeve of the blouse. Each bar denotes three years of service; each star, 12 years of service. Service bars will be displayed above the previous service bar until a star is earned. The star will then replace the service bars. Each additional service bar will be displayed below the star until another star is earned. Multiple stars will be displayed parallel to each other. Service bars and stars for additional years of service will continue to be displayed in the same sequence as outlined above.
22. SHIRT: when the long sleeve shirt is worn without a tie (Class "C") or short sleeve shirt is worn, only a black undershirt will be visible at the neck but will not be visible at the arms; jewelry will not be visible at the neck; pencils or pens will not protrude from pockets.
23. SHOES: uniformed officers will wear a black, polished smooth leather (or simulated leather) military-style dress shoe with a plain toe, a quarter that is no more than five inches and a 1¼" heel. Shoes will have no ornamentation and will be fastened by laces, with no more than six pairs of eyelets per shoe. The uniform trousers will not ride up on the heel opening. Black leather combat-type boots or insulated rubber boots are permitted during tactical situations and during adverse weather conditions. Any deviation must be approved by the Chief on a case by case basis.
24. SHOULDER PATCH: placed on both shoulders of the shirt, blouse, leather jacket, sweater, and patrol jacket with the top centered ½" below the shoulder seam.
25. SHOULDER STRAP: worn with the blouse by non-commissioned officers over the shoulder opposite the holster, attached to the gun belt.
26. SOCKS: unless exempted by the Chief for documented medical reasons, uniformed officers will wear black socks while in uniform.
27. CAMPAIGN HAT: worn by uniformed officers when in public or engaged in law enforcement activities; does not need to be worn at the SHPD office or when inside a building or vehicle. The strap may be worn circling the crown of the hat and resting on the brim or fitting through the slots in the brim and circling the back of the head with the buckle centered at the front in the area of the ribbon.
28. SWEATER: shall not be worn with the Class A blouse; otherwise it may be worn at the discretion of the officer; only the badge, name plate and brass rank insignia will be displayed on the sweater.

Approved:

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Thomas G. Davis  
Chief

02/01/2017